



ARIZONA DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

206 South Seventeenth Avenue - Phoenix, Arizona 85007-3213



FIFE SYMINGTON
Governor

November 14, 1995

THOMAS G. SCHMITT
State Engineer

LARRY S. BONINE
Director

Engineering Consultants Section INFORMATION BULLETIN 95-22

TO: CONSULTANTS

FROM: ENGINEERING CONSULTANTS SECTION

SUBJECT: ADOT PROJECT MANAGEMENT TRAINING

Are you a Project Manager or a Project Engineer? We are inviting you to attend ADOT's Project Management Team Training. ADOT is committed to the principle of Project Management, and in an effort to better partner with the consultant community we are offering ADOT specific Project Management Team Training at no charge to you.

Four seats per class will be reserved for consultants. Firms may register one person per firm. A waiting list will be developed to fill vacancies.

Although this class is offered at no charge, your firm will be billed a \$625 no show fee if you register but fail to attend and do not cancel within 5 working days prior to the start of class. Alternates are welcome.

A copy of the Project Development Manual is available through ADOT Engineering Records at no charge to consultants who have current contracts. All other firms may obtain the manual at a cost of \$4.00.

Registration is limited, so return the attached registration form as soon as possible to: Marlene Johnson, 205 S. 17th Avenue, Mail Drop 610E, Phoenix, AZ 85007 or FAX to (602) 407-3220.

If there are any questions relating to class content, please call Ginger Murdough at (602) 255-7556. If you have questions about registration, please call Marlene Johnson at (602) 255-6618.

ANNOUNCEMENT

ADOT PROJECT MANAGEMENT TEAM TRAINING

Topics to be Covered

- Project Development Process
Project Management Skills
- Project Work Plans
- Project Schedules
- Meeting Management
- Conflict Resolution
- Working With Peers on a Cross-Functional Team
- Roles of the Project Manager, Technical Manager, Technical Leader and Others in the Project Development Process
- Putting It All Together on a Project (ADOT Project Simulation)

Location: HRDC, 1130 N. 22nd Avenue, Phoenix **(Except District locations noted below.)**

Times: 8 a.m. - 5:00 p.m.

Dates: 1995 Nov. 28-Dec. 1 1996 Jan. 2-5 Feb. 13-16 Mar. 5-8
Dec. 12-15 Jan. 9-12 Feb. 20-23 Mar. 19-22
Jan. 16-19 **(Flagstaff)** Mar. 26-29 **(Tucson)**
Apr. 22-25 **(Globe)**

ATTENDANCE: In the interest of team continuity, it is expected that you will attend all 4 days without interruption. Do not schedule meetings or appointments during class time.

BRING TO CLASS: Project Development Process Manual (available from ADOT Engineering Records, Facilities Building). Cost: \$4. Publication #31-077.

CLASS FEE: No charge. **IF you appear, or cancel within the time stated in the Cancellation Policy.**

CANCELLATION POLICY: A non-attendance fee of \$625 will be assessed your company if you fail to attend and do not cancel at least 5 working days prior to the first day of class. Alternates are welcome.

Direct questions regarding:

Class Content to Ginger Murdough, 255-7556

Registration to Marlene Johnson, 255-6618

CLASS REGISTRATION

Class Dates: _____ To _____
Alternate Dates: _____ To _____
NAME (print) _____ WORKING TITLE _____
COMPANY NAME _____
COMPANY ADDRESS _____
PHONE # _____ FAX # _____
I use, or am familiar with, the Primavera computer software. Yes _____ No _____

COMPANY PRINCIPAL: I understand and agree that if the above named employee does not appear for class and does not cancel within 5 working days, \$625 will be billed to this company.

Principal's Name (print) _____ Principal's Signature _____

Return to Marlene Johnson, ADOT, 205 S. 17th Ave., 610E, Phoenix, AZ 85007 or Fax to 407-3220.

Confirmation will be returned to you.